

**Joint Automation Council**  
**MVLS/SALS Joint Automation Project**  
**MINUTES - DRAFT**  
**May 14, 2014**  
**Southern Adirondack Library System**

**Present:** Karen Bradley, Cheryl Cufari, Sara Dallas, Devon Hedges, Mary Ann Hunter, Michele Largeteau, Paul Mays, Tim McDonough, Kathy Naftaly, Eric Trahan, and Erica Wing.

Council Chair Kathy Naftaly called the meeting to order at 9:35 am.

The minutes from the May 14, 2014 meeting were reviewed and approved. Motion: Eric Trahan. Second: Cheryl Cufari.

Financial reports for March and April 2014 were reviewed and received for audit. Motion: Tim McDonough. Second: Karen Bradley.

Payment Warrants for March and April 2014 were reviewed and received for audit. Motion: Eric Trahan. Second: Devon Hedges.

**Project Managers Report - Michele reported:**

Innovative Interfaces: Purchased Polaris and have been offering a series of webinars to address questions, business as usual.

PC orders: All PCs were delivered from previous order. JA staff deployed the PC is a very short time. Great team work should be noted. The May PC order is on hold until NYS contract is settled.

Windows XP retirement: All the XP machines are retired.

SCP RFID: SCP staff are working to correct tagging errors. Circulation desk renovations are being done. The self-check deployment is being delayed due to credit card processing & tagging.

Building renovations: Gloversville hired Carson Block to help with the technology design. The library will move into a temporary location during construction. Fort Plain will be doing renovations and will work with the JA staff when they are ready.

Firewall penetration testing: CyberDefense is coming May 15-16 to begin the testing of the firewall. JA staff have been preparing for the testing. JA, after consulting with CyberDefense, will ask administrators at the four large sites to certify quarterly that they understand JA policies, procedures and that they are auditing for drops and wireless. The findings of the testing will be shared with the JA Council.

Polaris server replacement: The server replacement is the next very high priority.

III/Polaris hosting is still a viable option.

PUG 2014: This is the last year PUG will be held and probably the last time it will be held in Syracuse. It would be worthwhile to send 5 JA staff members.

AC in computer room: The AC in the computer room failed in January. The AC was down for 48 hours and the temporary solution was not acceptable. TBS was contacted to come up with a backup plan. They came up with two options, the first being a ductless wall mount but the unit was not large enough to handle the room. Option 2 was TBS keeping a portable unit on hand, for an additional \$3,562 per year (currently paying \$3,594 per year for maintenance). Surveyed our large libraries, systems, Albany Public to see who they use, if they are happy and if they have any backup AC.

### **Committee Reports**

Finance: A budget amendment to move \$9,900 from the JA fund balance to professional fees to pay one half of the CDI fee for firewall testing approved. Motion: Eric Trahan. Second: Time McDonough.

Policy: No Report

PAC Steering: No Meeting.

Operations: No Report

Innovation Committee: Tim reported that emails were sent to ask for participation from MVLS libraries and SALS libraries. The intent is to hold meetings for interested parties to discuss and explore possible new technologies and services. A meeting will be scheduled before the July JA meeting.

### **Old Business**

### **New Business**

Kathy Gundrum, CDLC Executive Director, was appointed the Unaffiliated party on the JA Council. Motion: Sara Dallas. Second: Eric Trahan.

Michele will contact III to set up a demonstration of the Collection Agency Module.

The meeting was adjourned at 10:10. Motion: Devon Hedges. Second: Kathy Naftaly.

The next meeting of the JA Council will be July 9, 2014 at MVLS.